

League Football Education

Job Description

Job Title:	Regional Officer
Responsible to:	Chief Education Officer
Responsible for:	A portfolio of learners and football Clubs

Overall purpose of role:

Regional Officers are allocated a portfolio of learners and football clubs, which may change from time to time. The Regional Officer's role is to ensure that each learner has a quality assured training programme which meets the contractual requirements of the funding agencies and the requirements of LFE as directed by the Chief Education Officer.

The following information sets out the specific areas of responsibility that should be covered by a Regional Officer in carrying out these duties:-

Key Tasks and Responsibilities:

1) Curriculum Management

- Ensure that an initial educational assessment of each learner is carried out and recorded for audit purposes
- Ensure impartial clear information, guidance and support is provided to apprentices and their parents to enable effective enrolment onto the ASE programme
- Complete a final assessment of each learner's academic/vocational ability and place each learner on an appropriate education programme
- Complete and return all funding agency /LFE requests for paperwork, including statistical evidence, to LFE Head Office within timescales as specified from time to time
- Check that Club/College Induction is carried out in accordance with LFE Induction policy and procedure
- Work with the LFE Internal Verifier and LFE appointed Tutor Assessors to ensure that NVQ portfolios are completed to a quality standard
- Formally monitor learner progress, at the club and/or at College on an 12 weekly basis, via individual learner progress review meetings
- Monitor on-going health & safety, equal opportunities and child protection issues and ensure that the legal and contractual obligations of LFE are met
- Endeavour to ensure Apprentices are protected from abuse / neglect by promoting and implementing The EFL and LFE Safeguarding Policies
- Deal effectively with any disclosures from Apprentices according to The EFL and LFE procedures

- Liaise with clubs and education providers to ensure Apprentices learn in a safe environment
- Monitor the education programme to ensure the provision is meeting the needs of the learner and that satisfactory progress is being made in meeting LFE quality assurance requirements
- Ensure a high level of support is provided to Apprentices, club personnel and education providers within your portfolio via both informal visits to clubs and formal meetings to ensure that the training and education programme is of the highest quality
- Meet with the relevant PFA coaching Regional Officer(s) to ensure effective delivery of the Level 2 Coaching Qualification
- Ensure all Apprentices are supported throughout the learner journey
- Support and monitor the education programmes (of clubs) at pre 16 as required by the rules and regulations of the Elite Player Performance Plan and The EFL

2) Partnerships

- At all times support, promote and help to maintain the LFE partnership with The EFL and The Professional Footballers Association (PFA)
- Ensure that all club personnel and learners are kept up to date with the services offered by The PFA
- Work with The EFL Youth Development Regional Managers where relevant to support the Apprentices and Clubs within your portfolio
- Maintain a high level of integrity thereby promoting trust and confidence in all our partners

3) Management Requirements

- Agree in consultation with LFE Chief Education Officer the curriculum delivery model for each club in your portfolio of clubs.
- Manage and coordinate a caseload of learners and clubs and establish professional working relationships with Apprentices, Clubs and education Providers involved in delivery of the programme
- Support and promote the Exit & Progression work undertaken by LFE
- Support the Quality Manager in all aspects of monitoring and evaluating the work undertaken by LFE
- Support the quality improvement strategy and be committed to continuous improvements in the standard of your work. You should ensure wherever possible that the quality of the Apprentice welfare, success and experience is positive and improving and remains the focus of your activity
- Help promote a culture of equality in all that you do and within LFE

4) Other Requirements

- Contribute as appropriate to the business planning process, operational & development plans, the QIG, SAR, QIP and other strategic and operational issues
- Attend LFE staff meetings at Head Office in Preston as required
- Undertake other occasional duties or cross curriculum projects as reasonably requested
- Support and promote the LFE commitment to Safeguarding, Equality & Diversity and Health & Safety. Comply with and support LFE policies and procedures and undergo all relevant training in these key areas
- Fully engage with the LFE appraisal process ensuring that:
 - Training and development objectives are identified and ensuring best endeavours are made to achieve them
 - Job performance targets are identified and best endeavours are made to achieve them
- This role requires Enhanced Disclosure and Barring Service Checks and is exempt from Rehabilitation of Offenders Act (1974). Therefore all convictions including spent convictions that have not been subject to filtering by the DBS should be declared.